

**DIVISION OF HEALTH SERVICES REGULATION
BOARD OF LICENSING OCCUPATIONAL THERAPISTS**

**3 CAPITOL HILL
CONFERENCE ROOM 205
PROVIDENCE, RHODE ISLAND**

**WEDNESDAY, OCTOBER 15, 2014
2:00 PM**

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

**Kim M. Gilbert
Eugene Leco
Janet Rivard Michaud**

BOARD MEMBERS NOT IN ATTENDANCE

William S. Buonanno, MD

STAFF MEMBERS IN ATTENDANCE

Linda Phillips, Board Manager

Mike Simoli, Health Program Administrator

OTHERS IN ATTENDANCE

None

1. Establishment of a quorum

A meeting of the Board of Licensing Occupational Therapists was held on Wednesday, October 15, 2014 at the Rhode Island Department of Health, Conference Room 205, 3 Capitol Hill, Providence, RI 02908. A quorum was established and the Open Session meeting was called to order at 2:05 PM on a motion by Eugene Leco and seconded by Janet Rivard Michaud. Motion carried.

2. Presentation of the May 28, 2013 Open Session Meeting Minutes

Motion was made by Janet Rivard Michaud and seconded by Kim Gilbert to accept the Open Session minutes of May 28, 2013. The Board voted unanimously to approve the Open Session minutes as presented. Motion carried.

3. Board Manager Report

- Introductions were made between board members and staff.**
- Confidentiality forms were distributed and signed by board members.**
- Process for applying for a vacancy to serve on a board was discussed.**
- The current application review process was reviewed and, in accordance with the regulations, the board was asked if they would like to continue with the current process, giving the authority to the Department to review and approve them for licensure. On a motion made by Janet Rivard Michaud and seconded by Kim Gilbert all agreed that this process has been smooth and would like to continue with it as is and only review applications that are in question.**
- There was discussion regarding an inquiry RE telemedicine technology and techniques, which the board felt was targeted at rural areas. No position was taken on this issue at this time.**
- The AOTA occupational therapy code of ethics draft was distributed and reviewed by the board. No additional suggestions were made at**

this time and the board felt that this was a good document.

- Meeting dates for 2015 were discussed and emphasis was made as to the need to have a quorum in order to hold a board meeting.**

4. Motion to adjourn to Closed Session

Motion was made by Eugene Leco and seconded by Janet Rivard Michaud to adjourn to Closed Session at 2:35 PM. Motion carried. Pursuant to Sections 42-46-4 and 42-46-5(a)(1) of the Rhode Island General Laws, for the purpose of discussing job performance, character, physical or mental health of applicants for licensure. Said individuals have been notified in advance by writing that they may request that the discussion be held at an open meeting. Also, pursuant to Sections 42-46-4 and 42-46-5(a)(4) of the Rhode Island General Laws, for investigatory proceedings regarding allegations of civil or criminal misconduct.

5. Motion to return to Open Session

Motion was made by Kim Gilbert and seconded by Janet Rivard Michaud at 2:40 PM to re-open the Open Session and to seal the Minutes of the Closed Session pursuant to Sections 42-46-4, 42-46-5

and 42-46-7 of the Rhode Island General Laws. Motion carried.

6. Adjournment

Motion was made by Eugene Leco and seconded by Kim Gilbert to adjourn at 2:40 PM. Motion carried.

Respectfully submitted,

Linda Phillips

Linda Phillips, Board Manager

Office of Health Professionals Regulation